

August 1, 2005

**TO: Washington State Law Enforcement Agencies
3-FLAGS Participants**

**FROM: Angie Ward, Program Manager
(360) 753-0877, award@wtsc.wa.gov**

RE: Overtime Funding for “Click It Or Ticket” Enforcement Campaign

<p>NEW PROCEDURES – PLEASE READ COMPLETELY</p>

The Washington Traffic Safety Commission (WTSC) is coordinating a September Click-it or Ticket seat belt mobilization. This high-visibility seat belt enforcement campaign model has been shown to increase seat belt and child restraint use rates thereby decreasing death and serious injury on roadways across the nation. This campaign and law enforcement’s active enforcement played a large part in decreasing motor vehicle occupant deaths by 66 in 2003 in Washington. As most of you know by now, the concept is simple. It starts with a statewide public information effort to educate motorists about the upcoming seat belt enforcement wave and is followed up with an intensive period of increased enforcement through zero tolerance seat belt emphasis patrols. The WTSC will be spending a substantial amount of money on paid media spots, including television and radio public service announcements containing a clear message about the coming enforcement. These spots will air in both the week before and the weeks during the mobilization.

As an integral part of this mobilization, the WTSC is pleased to announce the availability of grant funds for “Click-it or Ticket - Zero Tolerance Seat Belt Emphasis Patrols.” The enforcement activity will begin on September 12, and run through September 25, 2005. The goal of this federal grant is to save lives and prevent serious injuries on Washington’s roadways by increasing the seat belt usage rate. Over half of all the vehicle occupants who die as a result of crashes in Washington are unbuckled.

It is our intent to award funding to every agency that applies. Should requests for funding exceed our ability to fund them, the WTSC will prioritize requests based on low seat belt use in local areas and the commitment of agencies to have a multi-jurisdictional approach. A multi-jurisdictional approach could be something as simple as coordinating the dates for overtime with a neighboring city or county or working with the Washington State Patrol. In addition, performance on previous WTSC overtime grants will also be taken into account.

1) *Eligibility* –

All state, county, local, and tribal law enforcement agencies are eligible and encouraged to participate in this campaign. The use of commissioned reserve officers is approved as long as a pay structure exists. Funding availability is on a first-come basis based on agency size and the number of full-time commissioned personnel as follows:

<u># of Commissioned Officers</u>	<u>May request funding up to:</u>
1-10	\$1,500
11-25	\$2,500
26-50	\$3,500
51-100	\$4,000
101 +	\$5,000

2) *Funding Guidelines* -

Funding will be on a “reimbursement” basis and requires the submission of a State invoice voucher (Form A-19 – attached) upon completion of activity. Support documents for reimbursement must include signed overtime slips or payroll/expense records showing payments made, officer activity logs demonstrating performance, **and a combined activity log totaling all officer activity logs for the mobilization. If you do not send a combined activity log with totals for the mobilization, your reimbursement packet will be returned and payment will be delayed.**

- ***Performance standards*** for funded personnel are a minimum of **three (3) self-initiated contacts per hour funded with a “desired outcome” of three (3) seat belt citations per hour.** This is an enforcement activity with “zero tolerance” for seat belt violations. It is expected that Notices of Infraction (NOI’s) will be issued at contact unless circumstances dictate otherwise. It is understood that violator contacts may result in related time-consuming activity. Such activity will be considered for reimbursement. Activity other than that initiated through emphasis patrol contact (investigating collisions, emergency responses, etc) will be the responsibility of the contracting agency and may not be considered for reimbursement.
- ***Allowable use of funds*** will be for overtime salary (@ 1.5 times normal rate), and wages and benefits of commissioned personnel in direct support of operational activity. No equipment purchases are authorized.

3) *Application for Funds* –

Application for funding must be received by WTSC by **September 7, 2005** and must include the following elements:

- a. **A grant letter requesting overtime funding.** The letter must contain the following elements (see attached sample letter):

- A schedule of planned enforcement dates during the September 12 – 25 Mobilization (dates may be changed later due to operational requirements) and the number of personnel committed to each date;
- The amount of funds requested;
- **The commitment to conduct pre and post 100-car seat belt surveys (see attached survey forms);**
- The designation of a single “point of contact” for the purposes of the project management, administration and activity reporting;
- The designation of a single “point of contact” for media and public education purposes (May be the same as the project manager);
- Information addressing the prioritization criteria outlined in the last paragraph of page one (This is optional, but this information might increase your chances for funding if we need to prioritize grantees), and;
- **OPTIONAL – A short description about creative techniques your department uses to contact seat belt violators (i.e., stationary enforcement, plain-clothes officers on the street, bike/motorcycle patrols, etc) for possible inclusion in our media efforts**

b. A signed Memorandum of Understanding (MOU - attached).

4) Funding Approval –

A copy of the approved MOU will be returned to your agency prior to planned activity.

5) Reimbursement/Reporting -

To receive reimbursement, the following must be submitted to WTSC **no later than November 16, 2005:**

- A completed invoice voucher, A19-1A form (attached). Please note that we cannot accept a FAX. **We must have your agency identified as the “Claimant”, a Federal Tax ID # and an original signature of the agency head, command officer or contracting officer on the A-19 form.**
- Payroll support documents such as signed overtime slips or payroll/expense records showing rate of pay or payments made.
- Activity logs for each officer **and a combined activity log with totals for the entire mobilization.**

6) Contact Information/Questions -

Please contact me at (360) 753-0877 or email award@wtsc.wa.gov if you have any questions.

Attachments: Memorandum of Understanding
 Activity Log
 Combined Activity Log
 Sample grant request letter
 A-19 Invoice Voucher (for use at time of billing)
 100-Car Survey Forms